

Concept Note

Proposal Writing and Project/Programme Planning Training for Lao Red Cross 24-27 June 2019

Background

Lao PDR is a landlocked country where 6.8 million people live in its 18 provinces, with most people (63 percent) – are still living in rural areas. Communities across Lao PDR are affected by frequent small-scale, recurrent disasters, which have significant socio-economic impacts, raising the level of vulnerability of poor populations and undermining existing coping mechanisms. As the impacts of climate change and natural resources exploitation intensify, communities in disaster prone areas will experience stronger climate variability, more intense rainfall, increased flooding and harsher droughts, further eroding community resilience, food security, nutrition, undermining development gains.

As an auxiliary to the Government, Lao Red Cross (LRC) conducts activities within a range of programmes including emergency response, water and sanitation, health, disaster preparedness and risk reduction, livelihoods, first aid, and youth. The devastating flash floods caused by torrential rains in 2016 and the dam collapse in 2018, have demonstrated the importance of coordinated emergency response, at a regional and global level, in dealing with large-scale disasters.

The two-year USAID/OFDA funded project “Red Ready” aims to strengthen LRC’s organizational capacities, readiness and resilience in responding to disasters. As part of the project, LRC headquarters and branch staff will be supported in developing proposal writing skills and enhancing the knowledge of Project/Programme Planning (PPP). The three-day training is expected to support LRC in its upcoming engagement with national, regional and international partners. In addition, the Red Ready Program is also strengthening LRC’s knowledge in statistics and data recording which will complement the management of its operation.

Proposed Activity

In further promoting regional and international coordination for disaster management and response, LRC will be supported in enhancing its capacities in proposal writing and project/programme planning.

The International Federation of Red Cross and Red Crescent Societies (IFRC) will offer a three-day training that focuses on the following:

- 1) Two-day training on effective and comprehensive development of proposal for funding, touching on the key elements of a proposal and writing process, and providing a hands-on writing exercise.
- 2) One-day overview of the key elements that complete the process of project/programme planning.

The intended outcome of the training is for LRC to effectively incorporate the needs on the ground into the planning and design of its operation, and to be able to draw on donor's contribution to its program through a clear and comprehensive proposal.

The objectives of the training include:

- 1) Building an understanding of the elements of an effective proposal and the general expectations from donors.
- 2) Providing an overview of the proposal writing process, how to identify the problem statement, how to draw up a corresponding activities and timeline, and how to develop an evaluation plan and proposed budget.
- 3) Providing hands-on experience in writing a proposal.
- 4) Providing an overview of the key elements that form a complete process of project/programme planning (PPP).

Participants

- 1) LRC programme staff (e.g. DM, Health, Youth, Communications, Blood Services, Fund Raising units)
- 2) LRC finance and administration staff involved in programme planning, budgeting and financial management

Training Agenda (Tentative)

Proposal Writing and Project/Programme Planning Training for Lao Red Cross 24-27 June 2019 | Vientiane, Lao PDR

Day 1

| Time | Activity |
|---------------|--|
| 08:00 – 08:30 | Registration |
| 08:30 – 09:00 | Opening remarks |
| 09:00 – 09:30 | Introduction, training agenda, Overview of a project proposal, Pre-Training Test |
| 09:30 – 10:30 | Executive Summary and Problem Statement |
| 10:30 – 10:45 | Coffee break |
| 10:45 – 12:00 | Programme Outcome |
| 12:00 – 13:00 | Lunch |
| 13:00 – 13:50 | Activities and timeframe |
| 13:50 – 14:30 | Budget Planning |
| 14:30 – 14:45 | Coffee break |
| 14:45 – 15:00 | Review and reflect |
| 15:00 – 16:00 | Writing Workshop |

Day 2

| Time | Activity |
|---------------|-----------------------------------|
| 08:30 – 09:00 | Recap |
| 09:00 – 10:30 | Performance Measurement Framework |
| 10:30 – 10:45 | Coffee break |
| 10:45 – 11:30 | Programme Sustainability |
| 11:30 – 12:00 | Review and reflect |
| 12:00 – 13:00 | Lunch |
| 13:00 – 16:00 | Writing Workshop |

Day 3

| Time | Activity |
|---------------|--------------------------------|
| 08:30 – 09:00 | Recap |
| 09:00 – 09:45 | Analysis Phase Planning |
| 10:30 – 10:45 | Coffee break |
| 10:45 – 12:00 | Design Phase Planning |
| 12:00 – 13:00 | Lunch |
| 13:00 – 14:30 | Activity and Budget Planning |
| 14:30 – 14:45 | Coffee break |
| 14:45 – 15:15 | Monitoring and Evaluation Plan |
| 15:15 – 16:00 | Programme Reporting |
| 16:00 – 16:30 | Post-Training Test |

Day 4

| Time | Activity |
|---------------|--|
| 08:30 - 09:00 | Recap |
| 09:00 - 11:00 | Discussion on internal process for proposal writing/submission |
| 11:00 - 11:30 | Certificate ceremony and closing |
| 11:30 - 12:30 | Lunch |
| 12:30 | Departure to Vientiane |